

November 2019

Bookmark update **version 10.5.12** (build 341) is now available.

- Cataloguing > AddEdit Items. Block copy. Barcodes can now be generated for copies as they are made. Also, don't forget the "Manual Entry of Barcodes" button that allows scanning in all barcodes of all copies instead.
- Overdues and Reports. A new Overdue Reports section has been added. It is the same in both areas. All current overdues are listed along with number of notices issued for each entry. Since October, Bookmark keeps a log of every overdue item appearing in notices. Statistics prior to October are incomplete but from October onwards, they are complete. Other reports can be added.
- Borrowers > Import Borrowers. Importing student data from Icon has been added.
- Borrowers > AddEdit Borrowers. Individual borrowers can now have loan restrictions based on item types. This allows students of the same borrower type to have different loan restrictions. It caters for parental permission situations, for example. All other restriction methods still work.
- All manuals have been revised. Click on the Manuals or Fact Sheets button on the Main Menu.
- Manuals and fact sheets are also available online at the Bookmark website.

If you encounter "Download failed" when trying to update via the Easy Update method, please contact the help desk for assistance updating.

October 2019

Bookmark update **version 10.5.10** (build 331) is now available.

- Circulation > Loans. If set to display borrower names for a selected class, pressing the ESC key now clears the names. If not pressed, the names for the last class chosen remain visible.
- Controls > Circulation Controls > Reservations tab. New checkbox "Anyone with a hold to a title can borrow any copy on hold". By default this is not ticked, meaning that only the copy on hold can be borrowed by the borrower. Ticking the box allows any copy on hold to be borrowed by anyone with a hold to that title.

- Borrowers > AddEdit Borrowers. As of this update, Bookmark will begin to keep a log of all items included on overdue notices. This history of overdue items can be displayed. Bring up a borrowers and click on the new Overdues button. All items that were in overdue notices to the borrower are listed. Note that recording of overdue items only begins when this update is installed. The items are recorded when overdue notices are generated. The Show option for the last notice issued remains available, too.
- Controls > Webopac Controls. A New Items tab has been added to support the new New Items Slider feature. This shows 5 or more book cover images for new items on the search-entry page. The slider automatically rotates through the covers. New Items can be either automatically set or manually entered. Or a completely independent "hot list" of special books can be set up, separate to the new items list itself. To use the new book cover slider feature, tick the checkbox "Show animated new items covers display". Heading text can be changed to suit – i.e. New items! Reserve your copy now! The border and heading colours can be set, too, and the time delay used by the slider to change the covers. Be sure to Update. See the new Fact Sheet "Promote Books with the Covers Slider".
- The Department for Education of South Australia has granted limited access to Z-cataloguing. Z-cataloguing is now available to South Australian public schools. Department network restrictions only allow access to SCIS, not the other sites. See the Z-cataloguing fact sheet for details. Z-cataloguing is also available to public schools in Victoria, but not in Western Australia, Northern Territory, New South Wales and the ACT. Many private schools, in any state, may also have access. Please be aware that z39.50 access, used by Z-cataloguing, may be blocked by network policies within the school, in addition to state-wide network. However, see the SCIS API note below for an alternative.
- Z-cataloguing can check multiple sites for cataloguing records if set to "All z sources" in AddEdit. Otherwise it checks the selected site.
- To see if you can use Z-cataloguing, go to Controls > General Controls > Cataloguing. Try to tick the Use z39.50 checkbox. If it can be ticked, Z-cataloguing may work.
- To see if you can use the SCIS API, go to Controls > General Controls > Cataloguing. Click on the new "Test connection only". This can be used to see if the API approach will work. It does not require a username or password for the test.

- SCIS API. The SCIS API is an alternative to Z-cataloguing. It provides the same type of functionality but via a different method. It may work in schools in which Z-cataloguing does not work. Public schools in Victoria and Western Australia can use the SCIS API and now public schools in SA can as well. Many private schools should be able to use it. See the SCIS API fact sheet for information.
- Which is better? Z-cataloguing or SCIS API? The API approach is slower but it indicates which items have cover images and those that do not. Z-cat is faster but there is no beforehand indication of covers.
- If the SCIS API is active – e.g. it works and your username and password have been entered – it is possible to query the SCIS OPAC from within Bookmark. Cataloguing > Item Lists > SCIS API Search.
- Cataloguing / Import Items. Multiple items can be "ordered" using the SCIS API and/or Z-Cataloguing. A maximum of 30 entries (ISBNs) is permitted. Records are saved into a MARC file, which can then be opened in Import MARC Records as normal. Note this also applies to other Z-cat sources if they are available (not blocked). The one-at-a-time method is still available in AddEdit Items. In many cases that method can be faster and easier to download cataloguing
- Controls > General Controls. Site Details tab. Be sure to fill out the new fields.
- All manuals have been revised. Click on the Manuals or Fact Sheets button on the Main Menu.
- Manuals and fact sheets are also available online at the Bookmark website.

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September 2019

Bookmark update **version 10.5.9** (build 329) is now available.

- Controls > General Controls. Site Details tab. Some additional fields have been added. Please go here and fill them out. Bookmark will nag at the start of every month until they have been filled out. A few lines have changed, too, affecting addresses on overdue letters.

- Controls > Circulation Controls > Loans tab. There is a checkbox "Show list of names below enter barcode instead of a droplist". If this is ticked the names of borrowers in the selected class appears. Clicking on a name selected the borrower. This has been available in Bookmark for some time. However, the net "bit" are colours. A borrower with anyone on loan has a + symbol next to their name and a different colour. A * indicates overdue items and a different colour again. The colours can be changed to suit. Click on the Loans Colours button then on Names Colours.
- Reports > Borrower Reports. A new report shows the most recent items appearing as overdue to borrowers. Results are based on the current query.
- Controls > General Controls > Cataloguing. A new tick box can be used to hide listing unused item numbers in AddEdit Items.
- Cataloguing > PRC. The term "Compare" has been replaced by "Tag all". It does the same job.

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August 2019

Bookmark update **version 10.5.8** (build 323) is now available.

- Search and Webopac. A new PRC icon is now available. It lists the books on the Premier's Reading Challenge. The lists show only tagged items and can be limited to levels, categories and formats. The Webopac version can also display thumbnail cover images. By default this new feature is inactive. To activate, go to Controls > Search Controls and tick the PRC checkbox. Controls > Webopac Controls is the same plus in the Switches tab, there is also a "show cover thumbnails in PRC list" checkbox.
- Cataloging. AddEdit Items. If an item has a status of 2 and it is changed to 1, the last seen date (LSD) is changed to the current date (today). If the status is changed to any other value, the LSD is kept as is.
- Reservations. Rule change. Any copy of an item on hold can be borrowed by anyone having a hold for the title. It can now be any copy returned and on hold. Example: "Dragon's Breath" has 4 copies. 3 are on hold and 1 is still on loan. There are 6 reservations, 3 of which are holds. Any of the 3 copies on hold can be borrowed by any of the 3 borrowers who have a hold.

- Overdues. Notices. A new subject line is available for email formats. This allows easily changing the subject before sending. Further, saved setups also include the subject, so several setups can each have their own subject.
- Cataloguing and Search. The % symbol added to the beginning of Notes has omitted all the terms from keyword searching. A ! symbol now not only does that but it also hides Notes so they cannot be viewed on the item details window in Search and Webopac. This also applies to most other fields, too – e.g. Other, Edition, etc. See the popups in AddEdit Items.
- Z-cataloguing now has an "All z sources" option in AddEdit Items. Choosing this causes Bookmark to first search SCIS then NLA and then LOC. It stops when 10 or more items or none are found. Saves having to manually choose each source.

To update Bookmark, click on the "Update Now" button or go to Utilities / Update. Contact the help desk if assistance is needed.

Note: Updating from 10.5.3, 5.4 or 5.5 may fail due to an error in those versions. This has been fixed but help with updating may be needed to overcome the problem in those versions. If you encounter "Download failed", please contact the help desk for assistance updating.

July 2019

Bookmark update **version 10.5.7** (build 320) is now available.

- Circulation Controls. Sounds. A "scan barcode" sound can now be set. This acts as a special sound when a barcode is scanned in loans or returns.
- Stocktaking. The speed of processing downloaded barcodes has been increased.
- Cataloguing. PRC. The asterisk is put against borrower history entries. After updating, if you use the PRC, go to that window and click on Histories. This makes sure history records are correctly tagged.
- Cataloguing. A Purchase Date field has been added. This appears above Accession Date. The purchase date is when the item was bought, while the accession date is the date first catalogued. By default they are the same but can be changed when cataloguing. The purchase date is also available in all report queries and in global change.
- Cataloguing. Importing MARC records. A problem preventing records being imported has been fixed.

- Reports. Catalogue Reports. A special Purchase Date report has been added. This lists items showing the number, title, serial number, cost, location, cost centre, supplier and purchase date. The Save button saves to a CSV file which can be opened in Excel.
- Overdues. A "Show location instead of item type" checkbox has been added for regular overdue notices.
- Controls. General Controls. Site Details tab. The school / site address, phone and library email can be added here. Filling out these details may slightly improve updating. These details can be used with overdue notices.
- CPAC. It is now possible to automatically upload data to CPAC at a regularly scheduled time. See the appendix in the revised CPAC manual.
- All manuals and fact sheets are now available online at the Bookmark website as well as within the program.

To update Bookmark, click on the "Update Now" button or go to Utilities / Update. Contact the help desk if assistance is needed.

Note: Updating from 10.5.3, 5.4 or 5.5 may fail due to an error in those versions. This has been fixed but help with updating may be needed to overcome the problem in those versions. If you encounter "Download failed", please contact the help desk for assistance updating.

June 2019

Bookmark update **version 10.5.6** (build 315) is now available.

- Cataloguing / Labels / Spine Labels / Page Setup. Added other Raeco label formats to the Default lists.
- Controls / General Controls / Email tab. Added "Use alternate standard email system". This may work in situations where the standard system does not, especially if using smtp.office365.com as the email server.
- In the same tab, you can now produce a list of email subjects. These can be selected when sending overdue email notices.
- Search. Item Details window lists copies at the bottom. Clicking on a copy causes the cataloguing data and cover for that copy to be displayed above.
- Z-cataloguing and SCIS API can be used to update existing catalogue data as well as enter new records. Slight changes have been made in Controls / General Controls / Cataloguing to these areas.

- Circulation / Returns. When a deleted item is returned an automatic search is made to see if it is in the Deleted Items List. If found, a popup alert appears giving the option to undelete the item.
- Slight changes have been made to setting up a CPAC online search site. CPAC can be used to put the collection “in the cloud” (on the Internet) so it can be searched from anywhere using any device with a browser.
- Problem downloading PRC booklist fixed. After updating, go to Cataloguing / PRC. Download the list and compare again (2 steps).
- Problem updating fixed.
- Fact Sheets and Manuals updated. New fact sheet added for SCIS API.

To update Bookmark, click on the “Update Now” button or go to Utilities / Update. Contact the help desk if assistance is needed.

Note: Updating from 10.5.3 or 10.5.4 may fail due to an error in that version. This has been fixed but help with updating may be needed to overcome the problem. If you encounter “Download failed”, please contact the help desk for assistance updating.

May 2019

Bookmark update **version 10.5.5** (build 310) is now available. It contains important error corrections and several new features. Please update!

- Overdue lists. A message can now be included with overdue lists.
- Cataloguing. Labels. A new “Special Labels” button has been added. Print onto larger stick-on labels or sheets for special one-off labels. Multiple copies of the same label can also be printed.
- Problems downloading and tagging with the Premier’s Reading Challenge have been fixed. Access to the PRC booklist is now direct from the Cataloguing menu via a new button on the bottom left. It is no longer within Item Lists. If the PRC is not active, the button says Search and brings up the search module. To fix the PRC list and tagging, go to the PRC section, click on Download to download the list again then Compare again.
- Issues involving downloading updates using the “Easy update” method have been fixed.
- Spine labels – extra format. Bookmark can now use the special spine label blanks in which the small spine label is to the left of a larger label. Bookmark can print cataloguing details in the larger label. This only happens if the page setup is set to 2 columns across and 8 or more rows down. The item’s call number, title, author and barcode are printed in the larger label as well as the

normal spine label on the left side. Any other page setup than 2 columns is “normal”. A new option for this type of label is included in defaults.

- CPAC updated. A new CPAC button appears at the bottom right on the Cataloguing menu. (It is no longer in Export items.) The new menu allows uploading data directly from Bookmark without having to use the upload page (although that is still available). It also allows creating a new CPAC page and database in a very easy manner without having to design one and submit it. (That can be done if a search page other than the basic one is desired.) Book covers can be either in the public folder or a private folder. CPAC is Bookmark’s cloud-based online catalogue search system. It allows searching the catalogue using any device – desktop computer, ipad / tablet, smart phone – that can go onto the Internet and use a browser. This includes Macintosh and iPads and Chromebooks. CPAC is a cut-down version of Webopac, but it has the advantage of being cloud-based so can be used from home or when book shopping. Refer to the CPAC manual for more information.
- Covers/Images. The Upload to CPAC function has been enhanced.

To update Bookmark, click on the “Update Now” button or go to Utilities > Update. Contact the help desk if assistance is needed.

Note: Updating from 10.5.3, build 301, may fail due to an error in that version. This has been fixed but help with updating may be needed to overcome the problem if you still have 10.5.3/301. If you encounter “Download failed”, please contact the help desk for assistance updating.

April 2019

Bookmark update **version 10.5.4** (build 305) is now available. It contains numerous error corrections and several new features. Some below were introduced in 5.3.

- The SCIS API has been added to Bookmark. The API is an alternate way to access SCIS catalogue records. Bookmark does this directly through the Internet. Operation is similar to Z-Cataloguing. The SCIS API can work in schools where z39.50 ports are blocked (most public schools in SA, WA and QLD). To use, a username and password must be obtained from SCIS. These are not the SCIS login credentials but different ones. They are then entered into Controls > General Controls > Cataloguing tab. Once set up and functioning, the API can be accessed while cataloguing. In AddEdit Items, click on the SCIS API or Z-cataloguing button at the top. Enter an ISBN or a title. Bookmark goes online behind-the-scenes, contacts SCIS and downloads matching records. This allows “on the fly” cataloguing, useful for one-off jobs. The normal way is better suited to ordering many records at a time. See the Z-Cataloguing fact sheet or the Cataloguing manual.
- Borrowers > AddEdit Borrowers. At the bottom right corner, the number of times overdue notices have been issues is shown. Beneath is the date of the

latest notice. Bookmark now keeps a record of the dates notices were issued and the items overdue. This data will begin saving with the update. A Show hotlink appears beneath the date. Click on this to see the list of the record of notices issued to the borrower.

- Multiple Internet addresses can be entered on the URL line in AddEdit Items. Click on the new 3-dot box on the right side.
- Returns. Several things can be done after returning an item. Double-left-click on a title to see details. Double-left-click on a borrower's name to see their details. Single-right-click on the borrower's name causes a jump to Loans for that borrower. Saves closing Returns and entering the borrower's barcode or name.
- Cataloguing > Export Items > CPAC. The method used to upload data to your CPAC database has been streamlined. Click on the "Make database and upload" button not only prepares the data it also now transmits it directly to the CPAC webserver. No need to go to the Upload page. Uploading covers has been changed, too, to do similar.
- Reports > Catalogue Reports. A Download button has been added at the top. This allows random items to be collected by a barcode reader and a report produced based on them.

To update Bookmark, click on the "Update Now" button or go to Utilities > Update. Contact the help desk if assistance is needed.

January 2019

Bookmark update **version 10.5.1** (build 289) is now available.

- Z-Cataloguing has been added to Bookmark. Z=Cataloguing is a quick way to catalogue individual items. It uses a protocol called z39.50 to download MARC catalogue records from online library servers. SCIS provides this facility as do others. It works in AddEdit Items, for a new item, or in Import MARC records to place a small order. Z-Cataloguing is not restricted to SCIS. Cataloguing data can also be collected from the National Library of Australia and the U.S. Library of Congress, plus you can add any z39.50 server to the list. If using SCIS, the username and password must be entered first. See the Fact Sheet in the cataloguing section.
- Book cover images can be downloaded "on the fly" when cataloguing. Press the F8 key (or click on Record then Check for cover) and Bookmark will search for a cover that matches whatever is in the ISBN field. If found, it is immediately downloaded and added to your Covers folder. This function works in both AddEdit Items and Import MARC records.
- Overdue notices are available in two new formats: Individual notices as PDF or HTML. The new formats produce a separate file for each borrower. The file can then be given out or sent via email as an attachment.

- A new “Preview” option is available for many printouts. It appears in the list of printers. Click on Preview then OK. Bookmark will print to a temporary PDF which then opens. The entire printout can be previewed.
- Special Notice replaces Recall Notice in Overdues. The Special Notice can include an overdue message.
- Limit by Collection has been added as an option in Search and Webopac. A switch in controls turns this on or off.
- A new Statistics Report lists item types, showing the number of items with each status.

To update, go to Utilities / Update.

Please contact your help desk if assistance is required to update and with any other questions.